

NIH MANUAL 1130, Travel #12  
DATE: 08/26/03  
REPLACES: 07/22/99  
ISSUING OFFICE: OFM 435-2927

**DELEGATIONS OF AUTHORITY**  
**Use of Cash to Purchase Domestic and Foreign**  
**Passenger Transportation**

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**Explanation of Material Transmitted:** This delegation is issued to reflect a change to the title to include foreign passenger transportation. It thus covers scenarios that occur from time to time concerning 1) a non-FTE person relocating and traveling from a foreign country to the United States and 2) employees on long-term or TDY travel overseas traveling to another overseas site for official purposes.

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**Authorities Delegated**

These authorities are applicable to the following NIH travelers: civilians, other appointed individuals, non-FTE persons, and "Invitational Travelers."

1. To authorize and approve cash payments for procurement of emergency and nonemergency domestic and foreign common carrier transportation services when costs exceed \$100 and the use of a Government Travel Account (GTA) is not possible or when the traveler does not have a Government-issued travel credit card in his/her possession. (Example: If a subsidiary company serving as an organizer for a conference has negotiated airfares with another Travel Agent at a reduced rate, you may consider this scenario as one where the use of a GTA is not possible.)
2. To authorize the user of the Government-issued travel credit card for procurement of domestic and foreign passenger transportation services when costs exceed \$100 in an emergency situation.

Passenger transportation includes 1) temporary duty travel and 2) relocation travel to a first duty station or a new duty station. Under the two scenarios, the travel may be from a foreign country to the United States or the travel may take place entirely outside the United States. ICs must make every effort to communicate to the traveler, especially when he or she is relocating, that the traveler should not use cash to purchase his/her transportation ticket. The authorities above shall be applied only as the exception and not the rule.

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<b><u>To Whom Delegated</u></b>	<b><u>Area of Authority</u></b>
Deputy Director	NIH
Deputy Director for Management	NIH
IC Directors/Deputy Directors	Respective Area

**Limitations/Guidance**

1. These authorities do not apply to PHS Commissioned Officers.
2. The Deputy Director for Management is the recommending official to the Deputy Director, NIH, for travel-related activities of the Deputy Directors, IC Directors, Associate Directors, and Office Directors, OD/NIH.
3. Each of the authorities delegated above must be exercised in accordance with all applicable statutes, regulations, FTR, and Departmental and NIH policies.
4. The use of checks (personal or travelers) or personal credit cards is considered the equivalent of cash.
5. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the redelegation is made. A copy of the redelegation must also be sent to the respective administrative office.
6. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**Redelegation**

This authority may be redelegated to the Executive Officers without further redelegation.

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**Citations**

1. 5 U.S.C. 302; 42 U.S.C. 203, 216, and 281.
2. 42 U.S.C. 3506, as amended.
3. HHS Travel Manual Chapter 4-00-30.
4. GSA Federal Travel Regulations; 41 CFR 102-118.50; FTR 301-51.100 and FTR 301-51.101.
5. OHR Manual Chapter 2300-735-4, Outside Work and Related Activities with Outside Organizations.
6. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: Delegations of Authority.
7. Secretary's Reorganization Order of September 25, 1997 (60 FR 51480 (October 2, 1995)).

/s/

Elias A. Zerhouni, M.D.  
Director, NIH

**Effective Date:** August 26, 2003